

In Reply To:

circumstances, acceptance of the travel expenses would cause a reasonable person with knowledge of all relevant facts to question the integrity of the work to be performed by the employee receiving the benefit or question the integrity of BLM's programs or operations.

Procedures - The following procedures must be satisfied before an employee (and/or accompanying spouse) begins his or her travel:

- 1) The Authorized Approving Official delegated the authority to approve travel authorizations for the employee, in conjunction with the Montana/Dakotas' Ethics Counselor, Chuck Sandau, or Assistant Ethics Counselor, Janell Bond, in the Branch of Human Resources (MT-933), will conduct a technical compliance review of requests for the acceptance of travel payments under this authority.
- 2) Each employee (and/or the accompanying spouse) must have an approved Travel Authorization (Form DI-1020). Section 10 (Purpose and Remarks) of this form **must** contain a statement that the authority to accept payment from a non-Federal source for the specified travel event is 31 U.S.C. § 1353 and that the travel situation complies with the conditions for acceptance under 41 CFR 304-1.4.
- 3) The attached DI-2000 (Report of Payments Accepted from Non-Federal Sources Under 31 U.S.C. § 1353) must also be completed and signed by the employee, the Ethics Counselor, and the Authorized Approving Official.

Technical Compliance Review - When making these determinations, the official authorized to approve the travel authorization, and the Ethics Counselor shall be guided by all relevant considerations including, but not limited to:

- 1) The identity of the non-Federal source and the source's relationship to the BLM;
- 2) The purpose of the meeting or similar function and its relationship to the BLM's programs or operations;
- 3) The identity of other expected participants and their relationship to the BLM;
- 4) The nature and sensitivity of any pending BLM matter which, when decided, may affect the interests of the non-Federal source;
- 5) The significance of the employee's role in any such pending matter;
- 6) The monetary value and character of the travel benefits offered by the non-Federal source; and
- 7) The potential reaction from BLM customers, including the public, if the acceptance of travel expenses was made known to them.

Payment Guidelines - Employees **may not** accept cash. Payment from a non-Federal source to cover the travel related expenses of an employee may be made in the form of a check or similar instrument made payable to the BLM. Any negotiable instruments received by an employee shall be transmitted immediately to the appropriate accounting office.

In order to use the authority under 31 U.S.C. § 1353, the non-Federal travel payment must be received by the BLM **prior** to the travel event. An optional and preferred method of payment is when the non-Federal source makes payment directly to the provider (known as payment-in-kind).

Record Keeping - A copy of the DI-1020 (Travel Authorization) and a copy of the DI-2000 must be sent to MT-933 in order to provide reports to the Department's Ethics Office.

If you have any questions regarding this IM, please contact Mr. Sandau or Ms. Bond at 406-896-5264/5232.

Signed by: A. Jerry Meredith, Associate

Authenticated by: Donna K. Zentz, MT-933

1 Attachment

1-DI-2000 (2 pp)

**REPORT OF PAYMENTS ACCEPTED FROM NON-FEDERAL
SOURCES UNDER 31 U.S.C. § 1353
U.S. DEPARTMENT OF THE INTERIOR**

☐ For Period Beginning October 1, 200____ and Ending March 31, 200____

☐ For Period Beginning April 1, 200____ and Ending September 30, 200____

This report implements 31 U.S.C. § 1353. It does not supersede other reports that may have to be filed when travel or travel expenses are accepted under other authority. For definitions and policies, see 41 CFR Part 304-1.

1. Bureau/Office

2. For Report of this Event
Page ____ of ____

3. Event (Identify meeting or similar function for which payment was accepted under 31 U.S.C. § 1353. Forms documenting payments of \$250 or more per employee and/or accompanying spouse must be sent to the Department Ethics Office.)

4. Sponsor of the Event

5. Location of Event

6. Dates of Event

From: _____, 200____ To: _____, 200____

7. Nature of Event

8. Employee

Name: _____
Official Title: _____
Office: _____
Travel Dates:
From: _____ To: _____

9. Accompanying Spouse (If Applicable)

Name: _____
Employee: _____
Government Position: _____
Travel Dates:
From: _____ To: _____

10. Non-Federal Sources of Payment (Identify all non-Federal sources from which payment was accepted under 31 U.S.C. § 1353 for this employee and/or accompanying source in connection with this event.)

A. _____ C. _____

B. _____ D. _____

11. Nature of Payments (Itemize on back of form)

12. Nature of Payments (Indicate total amount of payments accepted under 31 U.S.C. § 1353 for this employee and/or accompanying spouse in connection with this event).

Total of Payments to Agency by Check \$ _____ Total of Payments Provided in Kind \$ _____

13. Certification. The statements in this report are true, complete, and correct to the best of my knowledge and belief.

Employee's Signature

Date

14. I have determined that this travel situation complies with the ethics conditions for acceptance of travel payments under 41 CFR 304-1.4.

Ethics Review (By Ethics Official)

Date

15. Approval.

Supervisor's (or Authorizing Official's Signature)

Title

Date

11. Nature of Payments. For each payment accepted, identify (a) nature of benefit; (b) mode of payment; (c) individual for whom provided; (d) non-Federal source; and (e) amount of payment. When describing mode of payment, use "C" for check or "K" for in kind. Use "E" for employee or "S" for spouse when identifying individual for whom payment was provided, and use applicable letter from question 10 to identify non-Federal source. To value benefits provided in kind, use cost to other participants for waiver of conference or training fee. For transportation or lodging, use cost to donor or consult rate for similar benefit in effect at time benefit was provided. For travel on private or chartered aircraft, determine value by computing total constructive cost of transportation using premium class air fare. For meals and other benefits, use cost to donor or reasonable approximation.

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